

Transport and Fleet Administrator at Securex

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Company: JobWebKenya

Location: Kenya

Category: transportation-and-material-moving

Job Description

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HISTORY With the vision of a safer Kenya and the experience of the police force, former Police Inspector Kishori Lal Sahni started a small investigations company in which has now grown to be one of the most respected brands in the security industry in the East African Region. Securex has grown from strength to strength in the past forty four years to become the leading Security Solutions provider for a wide host of clients in diverse industries. Starting with only an investigations department in the seventies, Securex soon grew to incorporate the manned guarding section which to date is one of the most respected forces in the provision of client friendly services. Currently under the stewardship of Mr. K L Sahni's son; Tony Sahni, Securex has from the early nineties been able to distinguish itself from other competitors by embracing technological solutions to augment the services of security guards and hence provide integrated security systems. Not only are our services available in Kenya, but our net was cast wide when we set up our Uganda offices in , Rwanda in and Tanzania being our latest office in . Our strategy remains to expand through the region and provide security solutions to the wider market. Over the years Securex has managed to get to the top by being a pioneer in many fronts; including being the first security company to achieve ISO certification in , the only security company with an OHSAS Health and Safety certification, introducing the Under Vehicle Surveillance System to the local market in addition to a wide range of value added services such as security briefings.

Job Summary

Responsible for overseeing a company's fleet of vehicles. The fleet admin must be highly collaborative to manage costs and keep the fleet running smoothly.

Duties and Responsibilities

Provide an efficient and courteous first point of contact dealing with telephone, and email enquiries.

Provide an efficient administrative service including collating, inputting and maintaining data.

Provide support to the Fleet Manager where required.

Provide additional administrative support as and when needed to the wider team.

Assist in the scheduling of maintenance of vehicles and facilities maintenance.

Undertake health and safety stock checks on the vehicles and replenish where required.

Work with the Fleet Manager to maintain and effectively monitor the tachograph database.

Ensure all vehicles have valid statutory documents.

Prepare fuel consumption report and vehicle cost analysis report on a monthly basis and submit to the Administration Officer.

Ensure all drivers have a valid driving license.

Conduct spot checks on vehicles to ensure that they are in good working condition.

Ensure routine servicing and maintenance of program vehicles are carried out on time; initiate requisition for vehicle servicing and maintenance.

Follow up on payments for all expenses relating to program vehicles including fuel expenses and servicing in a timely manner.

Minimum Requirements and Competencies

Bachelor's degree from an accredited university or college; preferably with a focus on supply chain management; Logistics

2-5 years of work experience in Transport and Logistics

Working knowledge of multiple transport functions and transport.

Relevant Transport management diploma course.

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